

Roles and Responsibilities of the Project Steering Committee (PSC)

City of Olivia Comprehensive Plan

March 17, 2022

1. Purpose

The Project Steering Committee (PSC) provides key insights, outreach to the community, and guidance to develop the City of Olivia Comprehensive Plan.

The PSC is made up of members representing a cross-section of the Olivia community including residents, business owners, commercial property owners, and civic organizations.

The PSC will help build community consensus around a vision for the City's future and how to get there. The PSC will collaborate with the consultant team and with a range of public agencies, non-profit organizations, and civic leaders while actively engaging the broader Olivia community to invite their participation in the plan's engagement tools.

The work of the PSC will begin in May 2022 and continue until completion of the plan, expected on or before October 2023.

2. Responsibilities

Membership in the PSC includes the following responsibilities:

- » Attend and participate in monthly meetings.
- » Review meeting packets and project information; offer comments within the timeframes requested.
- » Make use of and gain proficiency in the tools used to share, review and comment on Comprehensive Plan products and process (tools will include: email and calendar applications, Zoom web conference, Adobe Acrobat PDF Review, Miro collaboration).
- » Communicate and distribute project information to personal contacts and with the larger Olivia community; coordinate opportunities for connecting with key stakeholders and community organizations.

- » Work with fellow PSC members to review plan progress, identify issues, offer potential solutions, and develop recommendations.
- » Disseminate information related to public meetings and other outreach activities related to the Comprehensive Plan.
- » Be or become familiar with planning concepts and practices. Helpful resources for PSC members interested in growing their familiarity with these topics include:
 - Strong Towns Academy (free online course): <https://academy.strongtowns.org/p/principles-of-a-strong-town>
 - Project for Public Spaces: <https://www.pps.org/category/placemaking>
 - Walkable City, by Jeff Speck: <https://us.macmillan.com/books/9780865477728>
 - The Smart Growth Manual, by Duany, Speck, & Lydon: <https://www.indiebound.org/book/9780071376754>

3. Time Commitment

On average, PSC members will be requested to dedicate about 4 to 6 hours per month toward the committee's work:

- » Monthly meetings: 2 hours per month.
- » Review and markup of plan documents and materials: 2 hours per month.
- » Gathering data and materials for the plan: 1 hour per month.
- » Outreach to personal contacts and the larger community: 1 hour per month.

4. Meeting Schedule

The PSC will meet on a monthly basis to discuss plan progress, share project updates, and offer guidance needed at key points through the plan development process.

Meetings will begin in May 2022 and continue until the completion of the project in October 2023. Meetings are scheduled for the third Thursday of each month, from 11:30 am to 1 pm.

Approximately half of the meetings will be held online via Zoom web conference, with the other half held in-person; meeting modes will alternate.

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